



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS

3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures on Equal Opportunity for Members of the Oklahoma Army and Air National Guard

1. References:

- a. NGR 600-21
- b. NGR 600-22/ANGI 36-3
- c. Military Army National Guard (ARNG) Equal Opportunity (EO) Affirmative Action Plan
- d. Military ARNG Annual Narrative and Statistical Report on EO
- e. Annual Sexual Harassment Training Report
- f. Military Air National Guard (ANG) Affirmative Action Plan
- g. Military Equal Opportunity (MEO) for ANG Annual Report

2. The policy of the Oklahoma National Guard (OKNG) is to provide equal opportunity for all military personnel (Traditional and AGR) or applicants for membership in the OKNG. OKNG members and applicants will not be subjected to illegal discrimination because of race, color, religion, gender (not sexual harassment), sexual harassment, reprisal, or national origin.

3. I am fully committed to a strong EO program within the OKNG. The fair, equitable, and non-discriminatory treatment of all members and applicants improves morale and productivity, fosters unit cohesion and readiness, and increases combat effectiveness. It is the goal of the OKNG to resolve and settle all complaints and allegations of illegal discrimination fairly, equitably, and expeditiously. Together, we can strengthen our efforts to maintain the quality and integrity of the OKNG in these challenging times. This policy applies both on and off duty.

4. Commanders and/or leadership at all levels are responsible for the requirements set forth in NGR 600-21, Chapter 1, paragraph 1-4(f) and NGR 600-22/ANGI 36-3, Chapter 1, paragraph 1-4(f).

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5. Complainants will complete NGB Form 333, **Discrimination Complaint in the Army and Air National Guard Form**, to file an illegal discrimination complaint.

6. The Human Relations/Equal Opportunity (HR/EO) Officer, the State Equal Employment Manager (SEEM), Equal Opportunity Advisors (EOA), Equal Opportunity Leaders (EOL), and/or Military Equal Opportunity Officers (MEO) are available to provide assistance to the complainant, and to commanders, leadership, supervisors and managers regarding the EO complaint process. The enclosed diagram (Equal Opportunity/Sexual Harassment Complaint Process) outlines the procedures and process of filing an EO complaint.

7. The point of contact is CW4 Ronald G. Petty, SEEM. Phone numbers for the SEEM are (405) 228-5274 or DSN 628-5274. The FAX number is (405) 606-7360.

FOR THE COMMANDER IN CHIEF:

Encl
as


HARRY M. WYATT III
Major General, OKANG
The Adjutant General

DISTRIBUTION:
AAF

EQUAL OPPORTUNITY / SEXUAL HARASSMENT COMPLAINT PROCESS



Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If You Are The Victim

Call the State Equal Employment Manager (SEEM) to clarify whether an incident or behavior qualifies as sexual harassment or discrimination.

405-228-5274

If Behavior Persists

File a formal written complaint on a NGB Form 333. Complaints must be filed within 180 days of the incident. Complaints made after 180 days may be pursued at the discretion of The Adjutant General for Oklahoma.

Equal Opportunity Representative	Chain of Command	EOA (Army) MEO (Air)	SEEM	Chaplain	Inspector General (IG)	Joint Chief of Staff	TAG
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180 DAYS

Complainant has 180 calendar days to file a complaint. Complaints filed against a member of the Chain of Command will be referred to the next higher commander in the chain. The lowest level applicable command level will attempt to resolve the complaint to the satisfaction of the complainant at the informal process.

14-30 DAYS

The lowest level applicable command has 14 calendar days for AGR and 30 calendar days for Traditional soldiers/airmen to investigate the allegations and attempt a resolution to the satisfaction of the complainant. If the complaint is not resolved to the satisfaction of the complainant, the complaint becomes formal, and it will automatically be forwarded to the next level of the chain of command. Each command level has 14 days for AGR and 30 days for Traditional soldiers/airmen to investigate the allegations and attempt a resolution.

90 DAYS

If each command level does not reach a resolution, the complaint will automatically go to TAG. TAG has 90 calendar days to conduct a formal investigation and attempt a resolution. If a resolution is not reached the complaint is forwarded to Chief, NGB for final decision.

8 Months

Chief, NGB has eight months to conduct a formal investigation, accept or dismiss the complaint, or accept the findings of TAG.